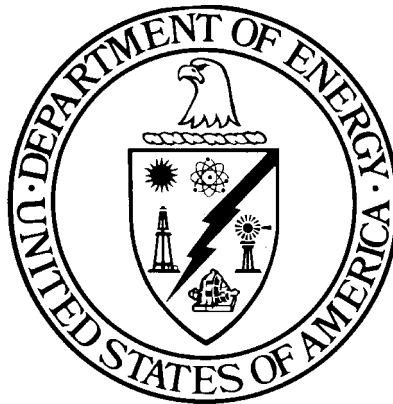


DOE/S-XXXX

**Strategic Plan
to Implement Executive Order 13101,
*Greening the Government through Waste Prevention,
Recycling, and Federal Acquisition***



**DRAFT
February 18, 2000**

**U.S. Department of Energy
Office of the Secretary**

This Plan was prepared by the Office
of Technical Program Integration's Pollution Prevention Team in collaboration
with a work group consisting of representatives from Headquarters
Departmental elements and various DOE sites.

This Plan can be found on the Internet
at <http://gerweb.bdm.com/cfdocs/aprs>



Department of Energy
Washington, DC 20585

January 21, 2000

MEMORANDUM FOR ALL DEPARTMENTAL ELEMENTS

FROM:

BILL RICHARDSON

A handwritten signature of Bill Richardson in black ink, written over a horizontal line.

SUBJECT:

Implementation of Executive Order 13101, entitled
"Greening the Government Through Waste Prevention,
Recycling, and Federal Acquisition"

Executive Order 13101, entitled "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," assigns the head of each Federal agency the responsibility to incorporate waste prevention and recycling into the agency's daily operations and to increase and expand markets for recovered materials through greater Federal Government preference and demand for such products.

This Executive Order, signed by the President on September 14, 1998, requires the Department of Energy to establish long-term goals for waste prevention and recycling and for buying environmentally preferable products. Executive Order 13123, "Greening the Government through Efficient Energy Management" was signed by the President on June 3, 1999 and I expect additional "Greening the Government" Executive Orders to be signed in the near future. We must work to integrate all of these new requirements into our everyday operations. As a first step, on November 12, 1999, I established pollution prevention and energy efficiency leadership goals to be achieved by 2005 and 2010.

Under Executive Order 13101, the Department is committed to pursuing specific activities and tasks. These commitments, and the associated assignments of responsibilities, are shown in the attachment to this memorandum. I am directing that each Departmental Element undertake activities to ensure that adequate resources are provided so that these commitments will be met. This action has received Field Management Council review and has been approved for release.

Dan Reicher, the Department's Environmental Executive and Assistant Secretary for Energy Efficiency and Renewable Energy, will oversee implementation of Executive Order 13101. Please give him your full support to ensure the Department's success in this important national initiative.

Attachment

**Strategic Plan
to Implement Executive Order 13101,
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Recycling, and Federal Acquisition***

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I. Executive Summary

Executive Order 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, requires each Federal Agency to develop a strategic plan to implement the Order. The Department of Energy (DOE) Strategic Plan (Plan) fulfills this requirement and establishes a guide for attaining the goals of the Order.

To demonstrate DOE's commitment to waste prevention, recycling, and Federal acquisition the Secretary of Energy has set the following goals:

- Reduce sanitary waste from routine operations by 75% by 2005 and 80% by 2010, using a 1993 baseline.
- Recycle 45% of sanitary wastes from all operations by 2005 and 50% by 2010.
- Increase purchases of EPA-designated items with recycled content to 100%, except when not available competitively at a reasonable price or that do not meet performance standards.

This Plan describes strategies and actions to achieve the Secretarial goals, and identifies performance measures that will be used to measure progress. The Plan establishes an implementation schedule with specific milestones to ensure that DOE meets the requirements of Executive Order 13101.

The DOE Environmental Executive will provide leadership for the strategies and actions outlined in this plan and work actively with lead Program Secretarial Officers to find common solutions to accomplish this goal. The Program Secretarial Officers, working in collaboration with the Cognizant Reporting Sites, will provide policy, budgetary, and planning guidance.

The success of this Strategic Plan rests at the site level with facility Recycling Coordinators and Environmental Acquisition Advocates, who ensure that implementation is carried out aggressively at the sites. Lessons learned from implementing the Strategic Plan will form the basis for updating and expanding future commitments, strategies, actions, and milestones.

II. Program Overview

This Plan provides strategies and actions to implement Executive Order 13101, and to achieve the new Secretarial goals for 2005, 2010 and beyond. It serves as the principal Secretarial guidance to DOE Headquarters, Field Offices, and laboratory and contractor staff to improve waste prevention, recycling, and the purchase and use of recycled content and environmentally preferable products and services in the DOE.

A. Vision

By successfully implementing this Plan, DOE will prevent the generation of non-hazardous waste, increase recycling, and strengthen markets for recovered materials and recycled content and environmentally preferable products and services. DOE will become a Federal leader in promoting more efficient use of our natural resources and protecting the environment for ourselves and future generations.

B. Mandates

Legislation and Presidential direction requiring the purchase of recycled content products has been evolving since 1976, when Congress established a buy-recycled law. In Section 6002 of the Resource Conservation and Recovery Act (RCRA), Congress directed Federal Agencies to promote recycling by increasing their purchases of products containing recovered materials.

Since 1989, Executive Orders have sought to stimulate Federal progress in these areas. Executive Order (EO)12873, *Federal Acquisition, Recycling, and Waste Prevention*, issued in October, 1993, was designed to strengthen Federal response to existing RCRA mandates to reduce sanitary waste, build markets for recycled content products, encourage new technologies, and protect the environment by increasing purchases of recycled content products. On September 14, 1998, EO 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition*, was signed by the President. The new EO is designed to further expand the Federal government's commitment to recycling and buying recycled content and environmentally preferable products (including biobased products).

Executive Order 13101 continued the position of the Federal Environmental Executive (FEE). The FEE, designated by the President, ensures that agencies comply with the requirements of the EO, and chairs the White House Task Force on Greening the Government Through Waste Prevention and Recycling (Task Force).

This Plan is based on and supports the Federal Strategic Plan issued by the Task Force. As this plan is implemented, an important source of technical and policy information can be gained from their web site, located at <http://www.ofee.gov>.

Executive Order 13101 requires that each Federal Agency designate an Agency

Environmental Executive who serves at a level no lower than Assistant Secretary. The DOE Environmental Executive will lead the Department's implementation of EO 13101.

Under Executive Order 13101, DOE is committed to incorporating waste prevention, recycling, and purchasing environmentally preferable products and services into its daily operations. This Plan outlines specific actions for implementing these responsibilities in Section IV, Implementation Guidance, in accordance with the Secretarial memorandum of January 21, 2000, shown at the front of this document.

C. Goals

To demonstrate DOE's commitment to sanitary waste prevention, recycling, and Federal acquisition, on November 12, 1999 the Secretary announced three new goals for the Department:

- Reduce sanitary waste from routine operations by 75% by 2005 and 80% by 2010, using a 1993 baseline.
- Recycle 45% of sanitary wastes from all operations by 2005 and 50% by 2010.
- Increase purchases of EPA-designated items with recycled content to 100%, except when not available competitively at a reasonable price or that do not meet performance standards.

DOE will strive to meet these goals as measured by continuous, cost-effective improvement, with the years 2005 and 2010 as interim points of measurement.

D. Strategic Objectives

To achieve the Secretarial goals, DOE has established the following strategic objectives:

- Improve and expand diversion of sanitary waste through waste prevention, reuse, and recycling.
- Implement cost-effective procurement programs favoring the purchase of environmentally preferable products and services at DOE sites.
- Facilitate the development and expansion of markets for recycled content and environmentally preferable products and services through greater acquisition and use of these products and services, research and development programs, and other appropriate programs.
- Facilitate the development and expansion of technology for waste prevention, recycling (including design for disassembly), and manufacture of recycled content and environmentally preferable products.

III. Situation Assessment

A. DOE Progress to Date

In 1993, in response to Executive Order 12873, *Federal Acquisition, Recycling, and Waste Prevention*, DOE established an Affirmative Procurement Program and designated an Agency Environmental Executive. The *Department of Energy Affirmative Procurement Program for Products Containing Recovered Materials* was issued in 1993, and updated in 1996, to provide guidance for implementing the Affirmative Procurement Program across the Department.

In 1996, the Secretary established waste reduction and affirmative procurement goals to be achieved by December 31, 1999 (compared to a 1993 baseline). These goals include:

- Reduce sanitary waste generation by 33%.
- Recycle 33% of sanitary waste.
- Increase procurement of Environmental Protection Agency-designated recycled products to 100%, except when items are not commercially available competitively at a reasonable price, or do not meet performance standards.

Currently, DOE is meeting or surpassing most of these goals. For calendar year 1998, DOE reduced sanitary waste by 65% and recycled 55% of its sanitary waste. In fiscal year 1998, 85% of DOE's affirmative procurement purchases contained recovered materials.

The following figures present DOE's performance since 1994 toward meeting waste reduction, recycling, and affirmative procurement goals.

NOTE: Sanitary waste reduction goal is for routine operations sanitary waste and is evaluated against a 1993 baseline. CY 1994 data indicates a 2.2% increase in sanitary waste generation.

Recycling goal is for all sanitary waste (routine operations and cleanup/stabilization waste) and is evaluated annually.

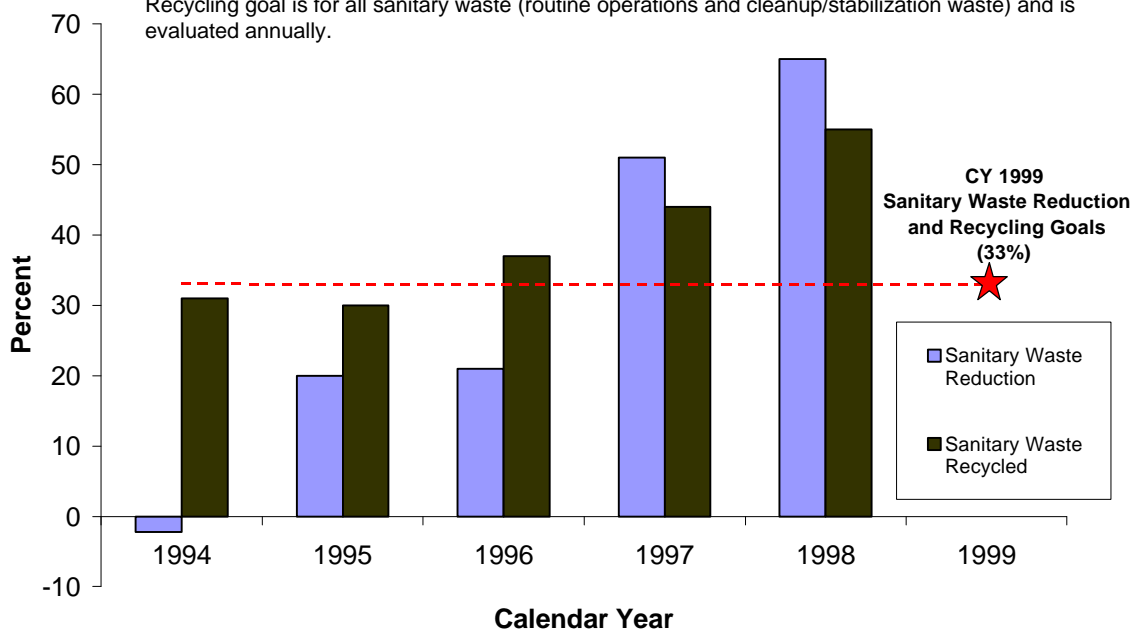


Figure 1. Sanitary Waste Reduction and Recycling Performance Measures (Compared to the 1993 Baseline)

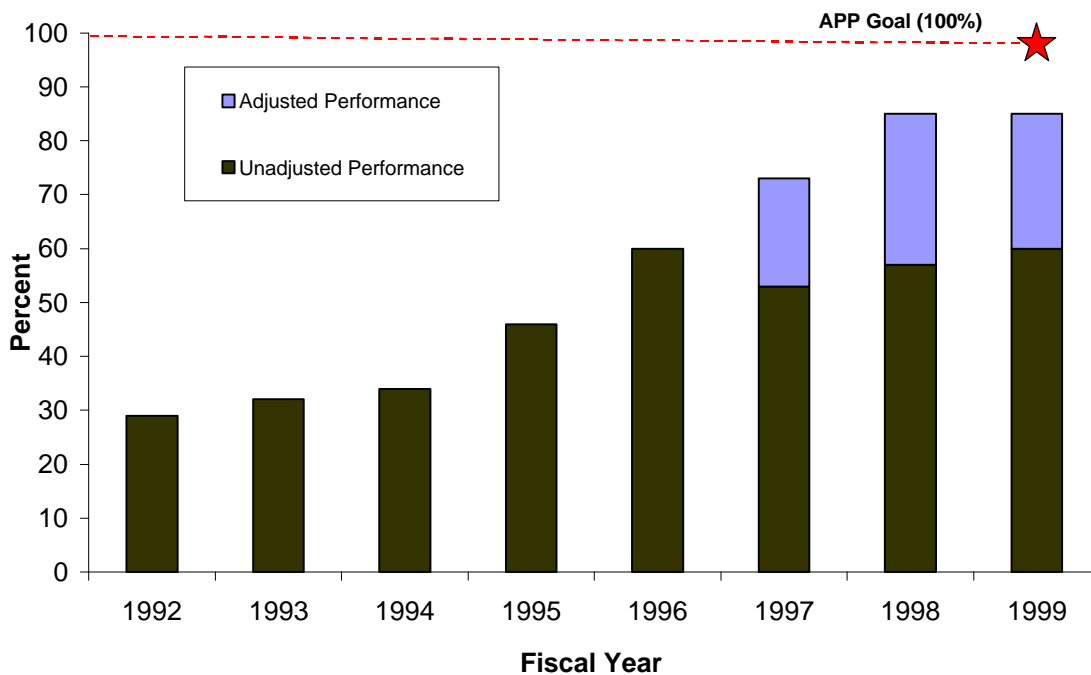


Figure 2. DOE's Affirmative Procurement Program (APP) Performance by Fiscal Year

B. Strengths

DOE has established a strong foundation for implementing waste reduction, recycling and affirmative procurement efforts across the complex. By designating Waste Minimization Coordinators at each Field Office, a network was created for information exchange, awareness/outreach activities, reporting, and related tasks. These representatives serve as an interface between Headquarters and the Field—coordinating pollution prevention programs and initiatives, disseminating funds and policy guidance from Headquarters, and serving as a collection point for data feeding back to Headquarters.

In 1999, Recycling Coordinators were designated at each DOE facility. The Recycling Coordinators are responsible for implementing the on-site waste reduction, recycling, and affirmative procurement programs at their facilities. The list of DOE facilities required to have a designated Recycling Coordinator is provided in Appendix B.

DOE's Office of Procurement and Assistance Management has issued an Acquisition Letter which describes the partnership between acquisition, program, and environmental staff in implementing the buy-recycled requirements of the Executive Order. In 2000, the head of each Contracting Activity will appoint a senior procurement representative to serve as an Environmental Acquisition Advocate (EAA). The EAA will be the acquisition expert on environmental initiatives, including DOE's Affirmative Procurement Program and energy efficient products and services. More information about EAAs is provided in the Acquisition Letter in Appendix C.

The DOE Headquarters Pollution Prevention Team developed and currently maintains a web site for up-to-date information on issues related to waste reduction, recycling, and affirmative procurement. The list of current Recycling Coordinators is maintained at this web site. The web site is located on the Internet at <http://gerweb.bdm.com/cfdocs/aprs>. The main page is shown in Figure 3.

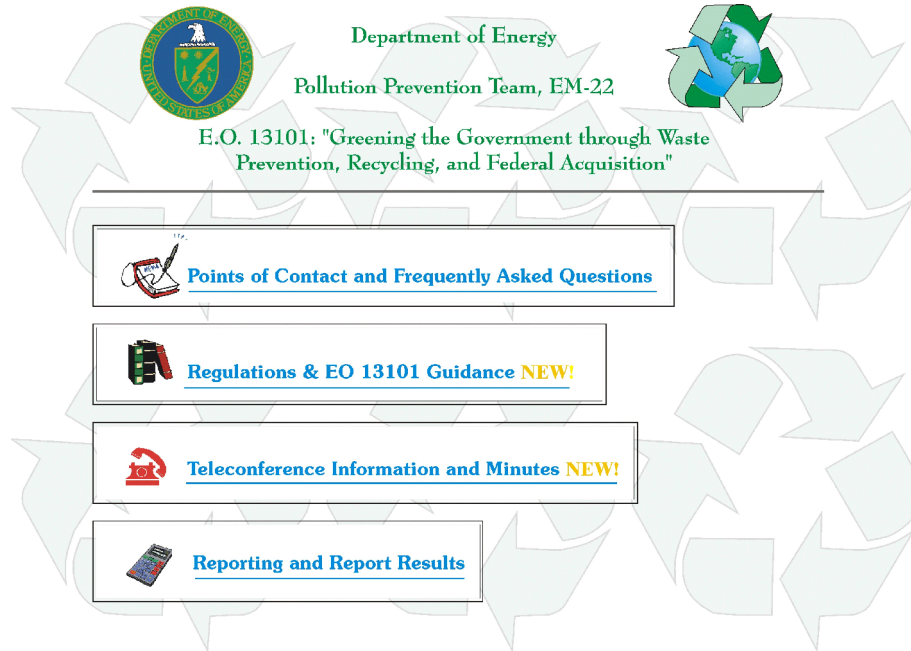


Figure 3. Main page from DOE's Executive Order 13101 Web Site

Through its pollution prevention network, successful funding programs, and central information resource, DOE maintains a solid infrastructure for implementing waste reduction, recycling and affirmative procurement efforts, and supports a philosophy of continuous improvement.

C. Challenges

Over the years, several obstacles and barriers to program implementation have been identified, including the following:

- Resistance to culture change within the Department, its offices, facilities, and suppliers.
- Lack of awareness, training, and education.
- Lack of integration, involvement, and coordination across DOE's programs (procurement, technical, regulatory, etc.).
- Competing budgetary and program priorities.
- Lack of information on product price, performance, and availability.

As new barriers are identified, targeted actions to address them will be included in future revisions to the Plan.

IV. Implementation Guidance

All DOE sites are required to comply with the commitments and responsibilities of EO 13101 and the activities outlined in this Plan. Each site shall provide its Recycling

Coordinator with the support and resources necessary to fulfill these responsibilities. The following sections provide guidance for implementing the actions necessary to meet the objectives of the EO.

A. Program Funding Approach

DOE Field Offices, working with their Program Secretarial Offices, are expected to assign the necessary resources including personnel, funding, and other policy and programmatic support in order to achieve the desired goals of EO 13101. These resources and funding requests should be set forth in the DOE's annual budgetary request to the Office of Management and Budget (OMB), beginning with the FY 2002 budget call.

Sites may use Generator Set-aside Fee (GSAF) programs to fund the implementation of sanitary waste reduction and recycling projects. These programs assess a small fee on waste generation, then apply the funds to implement pollution prevention projects. GSAF programs reduce routine waste volume, decrease operating costs, and increase generator awareness.

Recycling revenues provide another funding source. In 1998, Congress reauthorized legislation allowing the Department of Energy to receive and use funds from the sale of materials recovered through recycling or waste prevention programs. The law specifies that the revenue must be used for: (1) acquisition, waste reduction and prevention, and recycling programs as discussed in EO 12873, "Federal Acquisition, Recycling and Waste Prevention"; (2) other environmental management programs, including the development and implementation of hazardous waste management and pollution prevention programs; and (3) other employee programs as authorized by law or deemed appropriate by the agency head.

More information about DOE policy on GSAF programs and recycling revenues is provided in Appendix D.

B. Roles and Responsibilities

The Secretary's January 21, 2000 memorandum to all Departmental Elements established senior management roles and responsibilities to assist facility Recycling Coordinators in implementing the requirements of EO 13101. The following table summarizes these responsibilities. The memorandum is provided as the inside front cover to this document. The attachment to this memorandum is shown in Appendix A.

Table 1. Roles and Responsibilities for Implementing Executive Order 13101

Role	Responsibilities
Secretary	Establish Agency-wide goals to increase waste prevention, recycling, and purchase of environmentally preferable products.
DOE Environmental Executive (Env. Exec.)	Lead DOE's implementation of EO 13101; report progress to the Secretary, the FEE, and the OMB.
Program Secretarial Officers (PSOs)	Issue policy, budgetary, and planning guidance to meet Secretarial goals and implement the Plan; oversee Field Offices' progress.
Field Office Managers	Implement the Plan; meet the Secretarial goals; incorporate EO 13101 requirements in site facility management contracts.
Director of Management and Administration (MA)	Lead acquisition aspects of DOE's Affirmative Procurement Program, including awareness and training; revise DEAR as appropriate.
Assistant Secretary for Environmental Management (EM)	Support Environmental Executive in implementing EO 13101; serve as point of contact for program; collect site data.
Chief Financial Officer (CFO)	Provide policy guidance during the budget process and in DOE's performance plans.
Assistant Secretary for Environment, Safety and Health (EH)	Integrate provisions of EO 13101 into forthcoming DOE Order 450.1.
Environmental Acquisition Advocates (EAAs)	Train procurement staff and promote environmentally preferable and energy efficient products and services.
Recycling Coordinators (RCs)	Implement the waste reduction, recycling, and affirmative procurement programs at their facilities

C. Recycling Coordinators

The facility Recycling Coordinators are responsible for implementing waste reduction, recycling, and affirmative procurement programs at their sites. They play a central role in planning and administering environmental activities in accordance with EO 13101 and other applicable federal/state/local laws and regulations. They exercise judgment and broad perspective in applying principles, concepts, and practices related to waste management. Appendix E provides a detailed description of the Recycling Coordinators' responsibilities.

D. Work Breakdown Structure

The activities required under EO 13101 are organized into three general categories: Policy Direction, Infrastructure Development, and Program Implementation. Figure 4 presents the work breakdown structure for DOE's EO 13101 Waste Prevention, Recycling, and Affirmative Procurement Program.

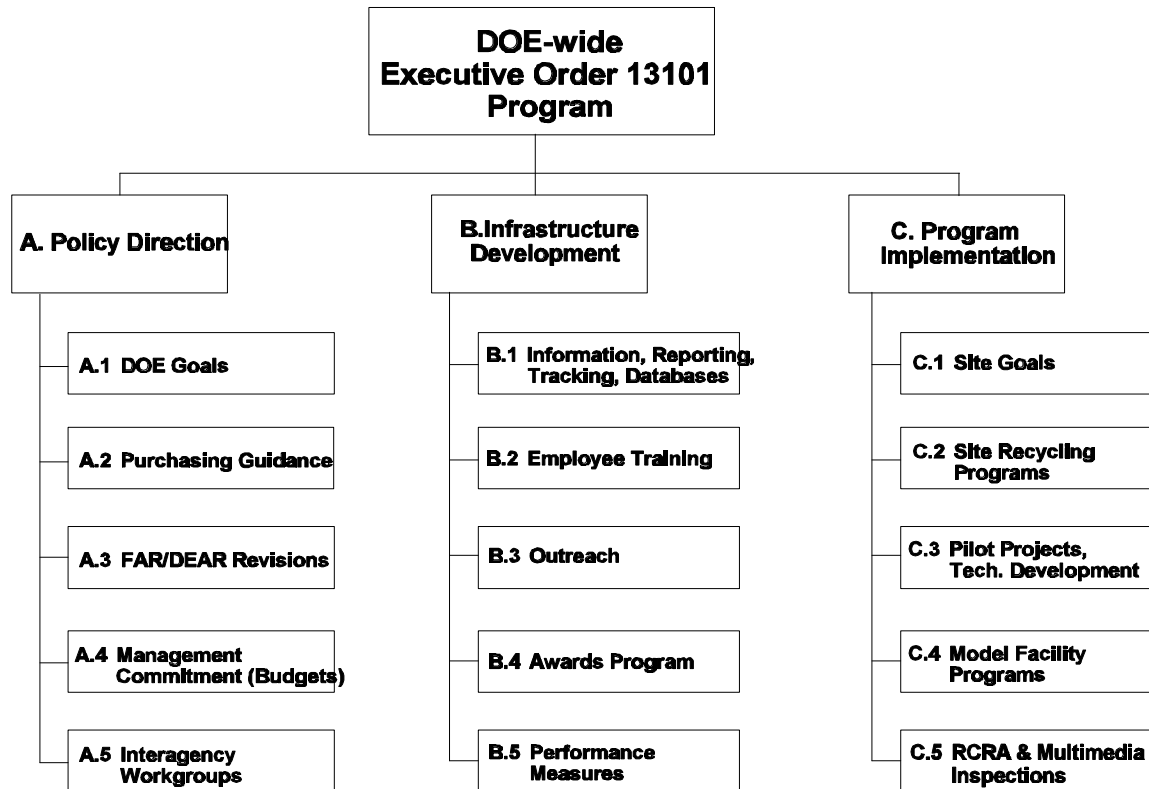


Figure 4. Work Breakdown Structure of DOE's Waste Prevention, Recycling, and Affirmative Procurement Program

E. DOE Implementation Actions

Activities required under EO 13101 are presented below in accordance with the work breakdown structure shown in Figure 4. Actions in bold face type are required by RCRA or the EO. The lead organization responsible for each task is shown in brackets.

(A.) POLICY DIRECTION

Policy Direction activities are generally performed by Headquarters organizations in coordination with the Field Offices.

(A.1) DOE Goals

- (A.1.a) **The Secretary has established specific goals for sanitary waste diversion and affirmative procurement of products that are made with recovered materials. The Secretarial goals are incorporated in this Plan in Section II. Program Overview. [Secretary]**
- (A.1.b) **On an annual basis, DOE will evaluate its progress toward attaining these goals. Progress on attaining goals will be reported to the Secretary and to the Federal Environmental Executive for incorporation into the Greening of the Government Report required by EO 13101. [Env. Exec.]**
- (A.1.c) DOE will incorporate these goals into its Government Performance and Results Act (GPRA) annual performance plans and into its Secretarial Performance Agreements with the President. [Env. Exec. and CFO]

(A.2) Purchasing Guidance

- (A.2.a) **DOE will ensure that 100% of DOE purchases of EPA-designated items are acquired with recovered content (affirmative procurement), unless there is written justification that the product is not available competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price (purchases of \$2,500 or less are exempt from written justification). [PSOs and Field Office Managers]**
- (A.2.b) **DOE's Affirmative Procurement Program guidance will be updated within one year of EPA designation of new items. [Env. Exec.]**
- (A.2.c) **DOE will incorporate guidance from EPA on environmentally preferable purchasing into its Affirmative Procurement Program. [Env. Exec.]**
- (A.2.d) **DOE will discontinue all purchases of printing and writing paper with less than 30% postconsumer fiber. If paper containing 30% postconsumer material is not reasonably available, does not meet reasonable performance requirements, or is only available at an unreasonable price,**

then paper containing no less than 20% postconsumer material may be purchased. [PSOs and Field Office Managers]

- (A.2.e) DOE will provide comments to the USDA’s draft list of biobased products for promotion under EO 13101. After the USDA Biobased Products List has been published, DOE will modify its Affirmative Procurement Program to give consideration to these products. [Env. Exec.]**
- (A.2.f) DOE will use price preference and set-aside tools, found in 7 U.S.C. 5909, in the acquisition of recycled content and environmentally preferable products and services, to the extent permitted by law and in keeping with good business practices. Information regarding these tools will be provided by the Task Force. [PSOs and Field Office Managers]
- (A.2.g) DOE will incorporate model language into standards and specifications wherever appropriate, after they have been developed by the Task Force. [PSOs and Field Office Managers]
- (A.2.h) DOE representatives will participate with the Office of Federal Procurement Policy (OFPP) and the Task Force to review language in acquisition plans to identify model language valuable to all sectors of the government and identify acquisition language needed for agency implementation. [EM and MA]
- (A.2.i) DOE will develop internal procurement and supply procedures, such as directives and revisions to contracts and grants manuals, if necessary, to provide assistance and direction in achieving the goals of EO 13101 and RCRA section 6002. [MA]
- (A.2.j) DOE will provide tools (developed by the Task Force and GSA) for incorporating the EO directives into real property acquisition and management (i.e., Federal owned/leased space, government owned/contractor operated space, contractor owned/contractor operated space, tenant-maintained space, rehabilitation, renovation and maintenance, and new construction) to agency real property acquisition and management programs. [MA]
- (A.3) FAR/DEAR Revisions

 - (A.3.a) The Department of Energy Acquisition Regulations (DEAR) will be amended as appropriate to implement the waste prevention, recycling, and affirmative procurement directives**

of EO 13101. [MA]

- (A.3.b) **DOE sites will revise their site policies and procedures to require, during acquisition planning, consideration of waste prevention, reuse, recycling, and the use of recycled content and environmentally preferable products including biobased products. In addition, sites will have six months to implement changes to their acquisition supplements pursuant to the government-wide final FAR revisions. [Field Office Managers]**

(A.4) Management Commitment (Budgets)

- (A.4.a) In accordance with EO 12088, *Federal Compliance with Pollution Control Standards*, and EO 12856, *Federal Compliance with Right-to-Know Laws and Pollution Prevention Requirements*, DOE will place a high priority on obtaining and obligating funding and resources needed to implement all aspects of EO 13101. DOE will make funding requests through the program planning process under EO 12088 and through agency or program budget requests. [PSOs and Field Office Managers]

- (A.4.b) **DOE has developed a plan to retain and use the proceeds from the sale of recyclables. Appendix D provides more information about this program. [CFO]**

(A.5) Interagency Workgroups

- (A.5.a) DOE Headquarters will participate in an Executive Order (13101) Interagency Advisory Group (EOIAG), led by the Task Force. The EOIAG will identify waste prevention practices and procedures that can be disseminated to other Federal agencies, such as expanded usage of electronic communication, electronic commerce, and double-sided copying. [EM]
- (A.5.b) The DOE Environmental Executive will participate in meetings led by the Federal Environmental Executive, at least biannually, to identify proposed improvements, enhance visibility of waste prevention, recycling, and purchasing of recycled content and environmentally preferable products and services, clarify roles and responsibilities, assess and improve accountability, assess goal progress, and share best practices. [Env. Exec.]

(B.) INFRASTRUCTURE DEVELOPMENT

DOE Field Offices, with support from Headquarters, are responsible for Infrastructure Development activities.

(B.1) Information, Tracking, Reporting, Databases

- (B.1.a) **DOE will report annually its progress on plan implementation, including purchases of EPA-designated products and goals progress, to the Office of Management and Budget's Office of Federal Procurement Policy (OFPP) and the Federal Environmental Executive. [Field Office Managers, MA, Env. Exec.]**
- (B.1.b) **DOE will estimate purchases of USDA-listed, bio-based products and annually report to the Secretary of Agriculture. [Field Office Managers, MA, Env. Exec.]**

(B.2) Employee Training

- (B.2.a) DOE will provide comprehensive awareness training to acquisition and procurement personnel as well as program and contractor personnel. DOE personnel will be made aware that it is the responsibility of both entities to ensure the success of an affirmative procurement program. [Env. Exec., MA]

(B.3) Outreach

- (B.3.a) DOE sites will develop and implement internal/external communication programs to educate personnel and contractors about complying with EO 13101. Sites can use one or more of the following tools, and others, as appropriate:

Electronic broadcast messages.

- Articles in agency/site newsletters.
- Web sites to provide information and notices on waste prevention, recycling, and affirmative procurement of recycled content and environmentally preferable products and services.
- Publications, speeches, commitments, and presentations in association with DOE-sponsored and national events such as Earth Day, America Recycles Day, and DOE's annual

Pollution Prevention Conference. [Field Office Managers]

(B.4) Awards Program

(B.4.a) **DOE will continue to sponsor the annual Pollution Prevention Awards Program to reward/recognize progress in implementing the provisions of EO 13101. [Env. Exec., EM]**

(B.4.b) DOE will publicize the awards program. [EM]

(B.4.c) Winners from the DOE awards program will be submitted to the White House Closing the Circle Awards Program. [EM]

(B.5) Performance Measures

(B.5.a) Sites will establish useable performance measures to assess progress in achieving Secretarial goals and EO requirements. (See Section F. Performance Measures) [Field Office Managers, RCs]

(C.) PROGRAM IMPLEMENTATION

DOE sites are responsible for program implementation. Activities are coordinated by the Recycling Coordinators, with support from Headquarters and the Field.

(C.1) Site Goals

(C.1.a) Each site is responsible for meeting its waste reduction, recycling and buy-recycled goals as stated in its Site Pollution Prevention Plan. [Field Office Managers]

(C.2) Site Recycling Programs

(C.2.a) The Recycling Coordinator shall implement the waste prevention, recycling, and Affirmative Procurement programs in the Department's strategic plan and provide Field input to Headquarters. A substantial portion of the Recycling Coordinator's time should be devoted to waste prevention and recycling activities. The Recycling Coordinator will coordinate with the Lead Program Secretarial Office, the General Services Administration (GSA), the facility owner or manager, or whoever has primary responsibility for waste removal. [RCs]

(C.2.b) DOE sites will use Web sites to facilitate discussion and information sharing. [RCs]

(C.2.c) **DOE sites will implement recycling programs at all DOE facilities. This will include programs to recycle, reuse, or refurbish pallets; collect toner cartridges for manufacturing; and reduce or recycle, as appropriate, batteries, scrap metal, and fluorescent lamps and ballasts. Each DOE facility shall consider and implement five DOE-wide waste prevention strategies, including two-sided copying and increased usage of electronic messaging. [RCs]**

(C.2.d) DOE and its contractors with internal vehicle maintenance operations will implement policies of acquiring and using re-refined lubricating oils or DLA's re-refined oil closed-loop contracts. Sites that contract for vehicle maintenance will require contractors to supply re-refined lubricating oils. Sites that have or enter into vehicle leases, where the lease provides for vehicle maintenance, will require contractors to supply re-refined lubricating oils during vehicle maintenance. Sites also will educate credit card holders about the requirements to use re-refined lubricating oil. [RCs, EAAs]

(C.2.e) Recycling Coordinators shall coordinate all Affirmative Procurement Program activities with the site Environmental Acquisition Advocates. [RCs, EAAs]

(C.3) Pilot Projects, Technology Development

(C.3.a) DOE will test the EPP principles and guidance developed by EPA through pilot acquisitions of products or services, where appropriate. Similarly, DOE can use pilot acquisitions of EPA-designated recycled content products as well as recycled content products not yet designated by EPA. DOE will engage in a pilot project, either alone or in cooperation with other agencies. These pilot projects can be used to test product performance, innovative contracting strategies, or internal models to follow in meeting DOE's EPP purchasing goals. The results of these projects will be used to provide practical information for further updating of the EPP guidance as directed by the EO. [RCs, AEEs]

(C.3.b) The DOE Environmental Executive will identify to the Task Force specific assistance programs that could be targeted to develop or improve recycling technologies. [Env. Exec.]

(C.4) Model Facility Programs

(C.4.a) DOE will continue to include model facilities as a category in the

annual DOE Pollution Prevention Awards Program. [EM]

- (C.4.b) The DOE Environmental Executive will provide information on DOE's model facility programs to the OFEE. [Env. Exec.]
- (C.4.c) Representatives from DOE will participate with the interagency work group to identify industry model facilities that can be showcased so that the Federal government can identify additional improvements or practices that could be added to their model facility programs. [EM]

(C.5) RCRA and Multimedia Inspections

- (C.5.a) In 1999, EPA began conducting inspections of DOE facilities to evaluate compliance with section 6002 of RCRA, specifically, the procurement of CPG items. DOE sites will prepare for these inspections by completing the Facilities Questionnaire contained in the EPA Inspection Guidance. Information about EPA's inspection program is available on the Internet at <http://gerweb.bdm.com.cfdocs/aprs>. [RCs]
- (C.5.b) DOE sites will revise their internal environmental compliance assessment programs to include RCRA 6002 compliance review protocols. [EH]

F. Performance Measures

Performance measures provide essential feedback to management on progress made toward achieving goals. They also point out areas needing program readjustments where progress is considered inadequate. Performance measures must be relevant, understandable, verifiable, and comparable. These measures will be analyzed, evaluated, and incorporated into DOE submittals for the biennial Greening the Government Report to the President and the annual RCRA report to Congress.

Appropriate performance measures to meet Departmental goals are:

- sanitary waste reduction percentage (waste generation compared to the 1993 baseline)
- recycling percentage (quantity of waste recycled divided by quantity of waste generated)
- percentage of EPA-designated items acquired with recycled content (dollars spent on the items with recycled content divided by total dollars spent on the items)

The above measures are calculated for each site, Field Office, Principal Secretarial Office,

and for the Department as a whole. Data used is submitted annually by DOE sites in the Annual Report of Waste Generation and Pollution Prevention Progress and in the Annual Report for RCRA and Executive Order 13101.

Performance measures generate data for program assessment and evaluation. These measures will be analyzed, evaluated, and incorporated into the biennial Greening the Government Report to the President and the RCRA Report to Congress.

G. Conclusion

To successfully implement Executive Order 13101, the above activities must be accomplished. The entire Department needs to focus on the activities to be accomplished in the near future, especially those in the 2000-2002 timeframe.

Major Milestones

The following table provides milestones, dates, and lead organizations responsible for implementing E.O. 13101.

Table 2. Major Milestones for Implementing Executive Order 13101

A. Policy Direction

Milestone	Action	Lead Organization	Milestone Date
A.1	DOE Goals		
A.1.a	Establish goals	Secretary	11/99
A.1.b	Report progress to Secretary and FEE; biobased products report to USDA	Env. Exec.	Annually
A.1.c	Incorporate goals into GPRA documents	Env. Exec., CFO	Annually
A.2	Purchasing Guidance		
A.2.a	Meet 100% goal for APP	PSOs, Field Office Managers	9/04
A.2.b	Update APP	Env. Exec.	Within one year of EPA designation
A.2.c	Incorporate EPA guidance into APP	Env. Exec.	8/00
A.2.d	Stop buying paper with less than 30% post-consumer material	PSOs, Field Office Managers	1/00
A.2.e	Modify APP to include biobased products	Env. Exec.	Within one year of USDA final list
A.2.f	Use price preference and set-aside tools	PSOs, Field Office Managers	Within one year after provided by Task Force
A.2.g	Put model language into standards and specifications	PSOs, Field Office Managers	Within one year after provided by Task Force

Actions listed in **Bold Face** are required by RCRA or by the Executive Order.

Milestone	Action	Lead Organization	Milestone Date
A.2.h	Review language in acquisition plans	EM, MA	7/02
A.2.i	Develop internal procurement and supply procedures	MA	12/00
A.2.j	Incorporate EO directives into real property acquisition and management programs	MA	6/01
A.3	FAR/DEAR Revisions		
A.3.a	Revise DEAR	MA	8/00
A.3.b	Revise site policies and procedures	Field Office Managers	1/01
A.4	Management Commitment (Budgets)		
A.4.a	Obtain and obligate funding and resources	PSOs, Field Office Managers	Annually
A.4.b	Develop plan to retain and use recycling revenues	CFO	9/99
A.5	Interagency workshops		
A.5.a	Participate in EOIAG, identify waste prevention practices	EM	12/02
A.5.b	Environmental Executive will participate in FEE meetings	Env. Exec.	Biannually

Actions listed in **Bold Face** are required by RCRA or by the Executive Order.

B. Infrastructure Development

Milestone	Action	Lead Organization	Milestone Date
B.1	Information, Tracking, Reporting, Databases		
B.1.a	Report progress to OFPP and FEE	Field Office Managers, MA, Env. Exec.	Annually
B.1.b	Estimate purchases of USDA-listed, biobased products, report to Secretary of Agriculture	Field Office Managers, MA, Env. Exec.	Annually
B.2	Employee Training		
B.2.a	Provide training	Env. Exec., MA	1/01
B.3	Outreach		
B.3.a	Develop and implement communication programs	Field Office Managers	Continuously
B.4	Awards Program		
B.4.a	Sponsor Pollution Prevention Awards Program	Env. Exec., EM	Annually
B.4.b	Publicize awards program	EM	Annually
B.4.c	Submit winners to Closing the Circle	EM	Annually
B.5	Performance Measures		
B.5.a	Establish performance measures	Field Office Managers, RCs	12/00

Actions listed in **Bold Face** are required by RCRA or by the Executive Order.

C. Program Implementation

Milestone	Action	Lead Organization	Milestone Date
C.1	Site Goals		
C.1.a	Meet waste reduction, recycling and buy-recycled goals	Field Office Managers	12/04
C.2	Site Recycling Programs		
C.2.a	Implement waste prevention, recycling, and APP programs.	RCs	Continuously
C.2.b	Use web sites to share information	RCs	Continuously
C.2.c	Implement recycling programs at sites	RCs	1/01
C.2.d	Implement policy to acquire re-refined lubricating oils	RCs, EAAs	8/01
C.2.e	Coordinate APP programs with EAAs	RCs, EAAs	12/01
C.3	Pilot Projects, Technology Development		
C.3.a	Test EPA guidance and principles through pilot projects	RCs, EAAs	12/02
C.3.b	Identify assistance programs	Env. Exec.	6/02
C.4	Model Facility Programs		
C.4.a	Include the Model Facility category in the awards program	EM	Annually
C.4.b	Provide information on model facility programs to OFEE	Env. Exec.	Annually
C.4.c	Work with EOIAG to identify industry model facilities	EM	4/03
C.5	RCRA and Multimedia Inspections		
C.5.a	Prepare for EPA inspections	RCs	8/00
C.5.b	Revise internal environmental compliance assessment programs	EH	1/01

Actions listed in **Bold Face** are required by RCRA or by the Executive Order.

Appendices

Appendix A.

**Attachment to Secretarial Memorandum
on Implementation of EO 13101**

**DEPARTMENT OF ENERGY (DOE) COMMITMENTS AND
RESPONSIBILITIES
FOR IMPLEMENTING EXECUTIVE ORDER 13101**

Under Executive Order 13101, the Department is committed to incorporating waste prevention, recycling, and purchasing environmentally preferable products into its daily operations through the following actions:

- (1) Ensure that 100% of DOE purchases of EPA-designated items are acquired with recovered content (affirmative procurement), unless there is written justification that the product is not available competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price (purchases of \$2,500 or less are exempt from written justification).
- (2) Establish goals for waste prevention, recycling, and affirmative procurement to be achieved by 2005 and 2010.
- (3) Develop a DOE-specific strategic plan based on the government-wide Waste Prevention and Recycling Strategic Plan.
- (4) Update DOE's Affirmative Procurement Program policy guidance within one year of EPA designation of new items.
- (5) Develop a plan to retain and use the proceeds from the sale of recyclables.
- (6) Designate a recycling coordinator for each facility. The recycling coordinator shall implement the waste prevention and recycling programs in the Department's strategic plan.
- (7) Discontinue all purchases of printing and writing paper with less than 30% postconsumer fiber. If paper containing 30% postconsumer material is not reasonably available, does not meet reasonable performance requirements, or is only available at an unreasonable price, then paper containing no less than 20% postconsumer material may be purchased.
- (8) Provide training to program and procurement personnel on the requirements of EO 13101.
- (9) Maintain an Agency-wide Awards Program for waste reduction, recycling, and affirmative procurement.
- (10) Estimate purchases of USDA-listed, bio-based products and annually report to the Secretary of Agriculture.
- (11) Annually report progress on plan implementation, including purchases of EPA-designated products and goals progress, to the Office of

Management and Budget and the Federal Environmental Executive.

ASSIGNMENT OF DOE RESPONSIBILITIES

To meet Federal commitments under Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition," the Secretary of Energy assigns the following responsibilities:

Each Program Secretarial Officer, in coordination with DOE Operations/Field Office Managers, shall:

- issue policy and planning guidance to implement DOE's Waste Prevention and Recycling Strategic Plan, including meeting DOE's goals;
- ensure that reporting sites acquire 100% of DOE purchases of EPA-designated items with recovered content, unless there is written justification that the product is not available competitively, within a reasonable time frame, does not meet appropriate performance standards, or is available only at an unreasonable price.
- submit all required reports, plans, and data to the Office of Environmental Management for Departmental integration and DOE-wide reporting; and,
- oversee progress of Operations/Field Offices in meeting the requirements of DOE's Waste Prevention and Recycling Strategic Plan and Executive Order 13101, and provide recognition, or take corrective actions, as necessary.

Each DOE Operations/Field Office Manager, in coordination with their reporting sites and Program Secretarial Officer, shall:

- implement DOE's Waste Prevention and Recycling Strategic Plan, including meeting the Department's goals;
- ensure that each site acquires 100% of DOE purchases of EPA-designated items with recovered content. The only exception is where written justification is kept on file and documented in that site's annual Executive Order 13101 report (purchases of \$2,500 or less are exempt from written justification);
- ensure that sites prevent waste, maximize the success of recycling programs, and acquire environmentally preferable products to the greatest extent practicable, including items with recovered content and bio-based products;
- direct printing and writing paper be purchased with at least 30% postconsumer content;
- include the requirements of Executive Order 13101 and DOE's Waste

Prevention and Recycling Strategic Plan in all site facility management contracts;

- designate a recycling coordinator at each site with responsibility to implement DOE's Waste Prevention and Recycling Strategic Plan;
- submit all required site reports, plans, and data to the Office of Environmental Management for Departmental integration and DOE-wide reporting with copies to the Program Secretarial Officer; and
- perform self-evaluations of progress in meeting the requirements of DOE's Waste Prevention and Recycling Strategic Plan and Executive Order 13101, and submit annual evaluation reports to the cognizant Program Secretarial Officers and DOE's Environmental Executive.

The DOE Environmental Executive, in coordination with other departmental elements, shall:

- develop and coordinate adoption of DOE-wide goals for waste prevention, recycling, and affirmative procurement to be achieved by the end of Fiscal Years 2005 and 2010;
- update the Department's Affirmative Procurement Program policy guidance within one year of EPA designation of new items;
- conduct an annual Awards Program for waste prevention, recycling, and purchasing of environmentally preferable products;
- develop and coordinate training for program staff on the requirements of Executive Order 13101;
- lead the Department's implementation of the Order;
- develop and coordinate DOE's Waste Prevention and Recycling Strategic Plan to implement the Order;
- annually report progress on plan implementation, purchases of EPA-designated products and goals progress to the Federal Environmental Executive and the Office of Management and Budget;
- estimate and annually report purchases of USDA-listed bio-based products to the Secretary of Agriculture; and,
- submit annual progress reports to the Secretary of Energy.

The Director of Management and Administration, in coordination with other departmental elements, shall:

- serve as the procurement coordination point of contact for all

- procurement related matters for Headquarters and field federal staff;
- develop and coordinate the Department's Affirmative Procurement Program requirements for procurement staff;
- provide training to procurement staff on the requirements of Executive Order 13101;
- revise the Department of Energy Acquisition Regulations to reflect the requirements of Executive Order 13101; and,
- develop procurement strategies to meet DOE goals to increase the procurement of EPA-designated items made with recycled content;.
- ensure awareness of the Department's Affirmative Procurement Program, when delegating responsibilities outside the procurement organization, e.g., purchase card and electronic commerce programs.

The Assistant Secretary for Environmental Management, in addition to his/her Program Secretarial Officer responsibilities shown above, shall:

- serve as the program coordination point of contact for all program related matters for Headquarters and field federal staff;
- collect and integrate site data and reports into agency-wide assessments and reports; and
- provide support to the DOE Environmental Executive in leading the implementation effort for the Department.

The Chief Financial Officer, in coordination with other Departmental elements, shall:

- provide policy guidance during the Department's annual budget process on DOE implementation of Executive Order 13101; and
- include DOE-wide metrics for this Order in the Department's Annual Performance Plan and in the Secretary's Performance Agreement with the President.

The Assistant Secretary for Environment, Safety and Health, in coordination with other Departmental elements, shall:

- integrate the provisions of Executive Order 13101 into forthcoming DOE Order 450.1, as appropriate, as the Order is finalized.

Appendix B.

Facilities Requiring a Recycling Coordinator

Appendix B. Facilities Requiring a Recycling Coordinator

Federally-Operated Facilities

Albany Research Center
Albuquerque Operations Office
Bonneville Power Administration
Boston Regional Support Office
Chicago Regional Support Office
Chicago Operations Office
Denver Regional Support Office
Environmental Measurements Laboratory
Federal Energy Technology Center
Golden Field Office
Headquarters
Idaho Operations Office
National Petroleum Technology Office
Naval Petroleum Reserves, CA
Naval Petroleum Reserves , CO, UT, & WY
Nevada Operations Office
New Brunswick Laboratory
Oak Ridge Operations Office
Oakland Operations Office
Ohio Operations Office
Philadelphia Regional Support Office
Richland Operations Office
Rocky Flats Field Office
Savannah River Operations Office
Seattle Regional Support Office
Southeastern Power Administration
Southwestern Power Administration
Western Area Power Administration

Contractor-Operated Facilities

Ames Laboratory
Argonne National Laboratory - East
Argonne National Laboratory - West
Brookhaven National Laboratory
Eastern Tennessee Technology Park
Energy Technology Engineering Center
Environmental Measurements Laboratory
Fermi National Accelerator Laboratory
Fernald Field Office
Grand Junction Project Office
Idaho National Environmental Engineering Lab
Kansas City Plant
Lawrence Berkeley National Laboratory
Lawrence Livermore National Laboratory
Los Alamos National Laboratory
Mound
National Petroleum Reserves
National Renewable Energy Laboratory
Naval Reactors Office - Pittsburgh
Naval Reactors Office - Schenectady
Nevada Test Site
New Brunswick Laboratory
Oak Ridge Institute for Science and Education
Oak Ridge National Laboratory
Oak Ridge Y-12 Facility
Office of Scientific and Technical Information
Pacific Northwest National Laboratory
Paducah
Pantex
Portsmouth
Princeton Plasma Physics Laboratory
Radiological Environmental Sciences Laboratory
Richland - Bechtel
Richland - FluorDaniel
Rocky Flats Field Office
Sandia National Laboratory - California
Sandia National Laboratory - New Mexico
Savannah River Site
Stanford Linear Accelerator Center
Strategic Petroleum Reserves
Thomas Jefferson National Accelerator Facility
Waste Isolation Pilot Plant
Weldon Springs
West Valley Demonstration Project
Yucca Mountain Site Characterization Project

Appendix C.

Acquisition Letter Establishing Environmental Acquisition Advocates



Department of Energy
Acquisition Regulation

No. 00-XX
Date 01/18/00

ACQUISITION LETTER

The Procurement Executive is issuing this Acquisition Letter through a delegation from the Secretary and under the authority of the Federal Acquisition Regulation (FAR), Section 1.301(a)(2).

Subject: Environmental and Energy Efficiency Requirements in Contracting

References:

Executive Order 13101 — Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
Executive Order 13123 — Greening the Government Through Efficient Energy Management.
FAR 23.2 — Energy Conservation
FAR 23.4 — Use of Recovered Materials
FAR 23.7 — Contracting for Environmentally Preferable and Energy Efficient Products and Services
FAR 52.223-4 — Recovered Material Certification
FAR 52.223-9 — Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Items
FAR 52.223-10 — Waste Reduction Program
DEAR 970.2304 — Use of Recovered/Recycled Materials.
DEAR 970.5204-39 — Acquisition and Use of Environmentally Preferable Products and Services

When is this Acquisition Letter (AL) Effective?

This AL is effective 10 business days after the date of issuance.

When Does this Acquisition Letter Expire?

This AL is in effect until it is canceled or rescinded.

Whom Do You Contact for More Information?

Contact Richard Langston of the Office of Procurement and Assistance Policy on 202-586-8247 or send E-mail to richard.langston@pr.doe.gov. The following Internet information resources are available:

Acquisition and the Environment - <http://www.pr.doe.gov/envhome.htm>
Affirmative Procurement Program - <http://gerweb.bdm.com/cfdocs/aprs/>

ENERGY STAR® Program - <http://www.energystar.gov>
Federal Energy Management Program Product Designations -
<http://www.eren.doe.gov/femp/procurement>
Energy Savings Performance Contracts - <http://www.eren.doe.gov/femp/financealt.html>

What is the Purpose of This Acquisition Letter?

The purpose of this Acquisition Letter is to establish Environmental Acquisition Advocates who will serve as acquisition focal points for environmental and energy efficiency initiatives within each DOE Contracting Activity.

This Acquisition Letter assigns appropriate roles and responsibilities for the Environmental Acquisition Advocates and the DOE acquisition community as they partner with other DOE personnel to implement Government-wide environmental and energy efficiency initiatives. Currently there are two Executive Orders (discussed below) which the Environmental Acquisition Advocates should take an active role in promoting and implementing. One or more additional Executive Orders or other Federal policy initiatives are expected on energy efficient transportation and environmental leadership.

What is the Background of this Acquisition Letter?

The Resource Conservation and Recovery Act of 1976 (RCRA), 42 U.S.C. 6962, requires Federal agencies to establish programs to promote recycling and to procure products with recycled content when available. RCRA assigned the Environmental Protection Agency (EPA) the responsibility of identifying such products through the use of a designated products list. Executive Order 13101, Greening the Government Through Waste Prevention, Recycling and Federal Acquisition, was issued to improve Federal use of recycled products and environmentally preferable products and services. The Program is generally referred to as the Affirmative Procurement Program as that name was used by the Office of Federal Procurement Policy to describe the Program in OFPP Policy Letter 92-4. It promotes teamwork on the part of the acquisition community (procurement, program, supply, facility management, construction, etc.) to assure the success of the recycling initiative. Section 402 requires that Agency Affirmative Procurement Program implementation responsibilities be shared between program personnel and acquisition and procurement personnel. It requires Federal agencies to use their acquisition program as a tool to increase and expand markets for recovered materials through greater Federal preference and demand for such products. The Executive Order also requires the Department of Agriculture to establish a similar program for bio-based products.

Executive Order 13123, Greening the Government Through Efficient Energy Management, promotes the acquisition of energy efficient products and services. It requires the Federal government to provide leadership by significantly improving its energy management to save dollars and to reduce emissions that contribute to air pollution and global climate change. It provides that the Federal government as a major consumer will promote energy and water efficiency and the use of renewable energy products and will foster markets for emerging technologies. It requires Federal agencies, when acquiring energy using products, to acquire Energy Star labeled products. If Energy Star labeled products are unavailable, agencies will acquire products in the upper 25% of energy efficiency as designated by the

Federal Energy Management Program. It encourages the procurement of renewable energy including solar energy. It also promotes the use of Energy Savings Performance Contracts to improve the energy efficiency of Federal facilities.

Guidance Included in this Acquisition Letter

	Subject	Page
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	A. Executive Order 13101	3
	B. Executive Order 13123	5
II.	What Has DOE Done to Implement the Executive Orders?	6
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I.	What is Current Acquisition Policy Relative to Environmental and Energy Efficiency Requirements?
A.	Executive Order 13101, Greening the Government Through Waste Prevention, Recycling and Federal Acquisition

Executive Order 13101 replaces Executive Order 12873. The requirements of the earlier Order and the Resource Conservation and Recovery Act of 1976, 42 U.S.C. 6962, are presently described in Subpart 23.4, Use of Recovered Materials, of the Federal Acquisition

Regulation (FAR). A rulemaking is in process to amend the FAR. The amendment will increase from 20% to 30% the required recovered material content of printing and writing paper, add the EPA Internet address for the list of designated products, revise the content certification requirement at FAR 52.223-9, extend the coverage to support service contractors providing services within a Federal facility, and update the clause at FAR 52.223-10. DOE will undertake a rulemaking to amend the Department of Energy Acquisition Regulation (DEAR) to ensure that its coverage is current with the more recent Executive Order and FAR rulemaking.

The Environmental Protection Agency maintains a list of products available with recycled content which Federal agencies are required to purchase. The EPA Internet information resource previously identified includes the list of products and other useful information. This program has been instrumental in promoting the development of new products with recycled content such as floor coverings, fencing materials, hoses and shipping pallets. Another example is printing and writing paper with recycled content. Federal agencies must procure recycled paper with a post consumer recovered content of not less than 30%. Federal contractors are encouraged to print and copy double-sided using such paper pursuant to a clause at FAR 52.204-4. For other than facility management contracts, the FAR provides both a solicitation provision and contract clause to be used when contracting for products with recovered materials. The solicitation provision at FAR 52.223-4, Use of Recovered Materials, should be used to obtain the offeror's certification that it will supply materials with the minimum recovered material content. The contract clause at FAR 52.223-9, Certification and Estimate of Percentage of Recovered Material Content for EPA Designated Item, should be used to obtain the contractor's certification upon contract completion. These requirements are applicable to Federal acquisitions and there is no flow down to subcontracts. DOE facility management contractors participate in DOE's Affirmative Procurement Program pursuant to DEAR 970.2304 and report their purchases pursuant to the clause at DEAR 970.5204-39.

The Affirmative Procurement Program has annual reporting requirements. The EM Pollution Prevention Team has developed an electronic reporting system for this purpose. Information about DOE's Affirmative Procurement Program and its reporting system may be found at the previously mentioned Internet location. All purchases, including micropurchases, purchase card transactions, and electronic commerce transactions must be reported. The Environmental Acquisition Advocate and the Recycling Coordinator should coordinate as appropriate to ensure that their local systems support this special reporting.

Facility management contracts for operation of a DOE facility must contain the clause at 970.5204-39 which provides for the contractor's participation in the DOE Affirmative Procurement Program. When on site support service contracts are awarded, they should contain either the clause at FAR 52.223-10 or the clause at DEAR 970.5204-39. The clause at 970.5204-39 should be used if the purpose of the contract includes the procurement of any of the products on the EPA list of designated items. In such circumstances, the on site support service contractor will participate in DOE's Affirmative Procurement Program and report such purchases. If none of these products will be procured under the contract, the clause at FAR 52.223-10 may be used instead of the DEAR clause.

The Executive Order at section 402(c) and the FAR at 23.404(d) provide that products that meet or exceed the EPA guidelines are to be procured unless written justification is provided based on inability to acquire the item (i) within a reasonable period of time, (ii) at a reasonable price, (iii) from a reasonable number of competitive suppliers, or (iv) to meet performance specifications. The written justification is not required for micropurchases, i.e., \$2,500 or less, but the products are still to be purchased and the purchases must be reported.

DEAR 923.471 does not permit the payment of a price premium, 10% for example, for recovered/recycled content products. This would not; however, restrict program offices from specifying a product with a specific recycled content even though it may be more expensive than a similar product made with only virgin content. Purchase volume and total cost should be considered when making such decisions. A modest increment on a limited number of units would seem a reasonable decision to support the development of the market and continued availability of the product but a modest increment on a large volume would not seem warranted. In the latter case, a determination of non availability at a reasonable price would be justified. Products will not be placed on the EPA Comprehensive Procurement Guidelines list of designated products unless there are multiple vendors competing for the market.

B. Executive Order 13123, Greening the Government Through Efficient Energy Management

The requirements of this Executive Order are the subject of a rulemaking to amend the FAR. There are two contracting initiatives in Executive Order 13123. The first is energy and water efficient products and the second is Energy Savings Performance Contracts.

The Executive Order requires that agencies, when acquiring energy using products, acquire either ENERGY STAR[®] labeled products or, if ENERGY STAR[®] labeled products are unavailable, acquire products in the upper 25% of energy efficiency as designated by the Federal Energy Management Program. The ENERGY STAR[®] Program is a joint program managed by EPA and DOE. The Program works with industry to promote energy conservation. Products meeting certain criteria are allowed to use the ENERGY STAR[®] trade mark label. Among the best examples of these products are personal computers and monitors. When left unattended, these products “fall asleep,” cutting their energy consumption to as little as four watts. The ENERGY STAR[®] Home Page, previously mentioned, contains a list of products and manufacturers. The Federal Energy Management Program is a DOE Program focusing on the Federal government’s energy consumption. It includes large products such as office building sized heating and cooling equipment. The energy using products for which efficiency designations are maintained may be reviewed at the previously identified Internet location. Pending completion of the FAR rulemaking, contracting activities should use the Executive Order, this Acquisition Letter, and the Internet information sites as their guidance for purchasing energy using products.

The second contracting initiative in Executive Order 13123 is the Energy Savings Performance Contract. Energy Savings Performance Contracts (ESPCs) allow Federal agencies to improve

energy efficiency in their facilities at no direct capital cost. Private sector energy service companies (ESCOs) finance the capital cost and install the retrofits. The ESCOs are paid a fixed price out of the energy savings generated by the energy conservation measure. These contracts are competitively awarded at fixed prices and may have performance periods of up to 25 years. While summary level coverage of ESPCs is being added to the FAR, it will provide that the controlling regulation for this contract type is 10 CFR 436 Subpart B. Several Regional Super ESPCs and technology specific ESPCs have been awarded competitively from which any DOE contracting activity may place task orders for ESPC projects. These multiple award contracts permit the energy service contractor to identify projects. These ordering agreements are available for the use of all DOE contracting activities as well as other Government agencies. The U.S. Army Corps of Engineers, Huntsville, Alabama District, also has awarded ordering agreements which may be used by DOE contracting activities or other Federal agencies. If a DOE contracting activity does not wish to use these ordering agreements, the Federal Energy Management Program has also prequalified numerous ESCOs that are eligible to compete for ESPCs. The Home Page for these and other energy efficiency funding alternatives may be found at <http://www.eren.doe.gov/femp/financealt.html> The Environmental Acquisition Advocate should assist facility and procurement personnel in their consideration of possible ESPC opportunities. The FAR rulemaking will not affect Energy Savings Performance Contracts as it will refer readers to the DOE regulations. Contracting activities shall use 10 CFR 436, Subpart B, the Executive Order, this Acquisition Letter and the Internet information site as their guidance.

II. What Has DOE Done to Implement the Executive Orders?

The Secretary of Energy, by February 5, 1999 memorandum, has appointed the Assistant Secretary for Energy Efficiency and Renewable Energy, as the DOE Environmental Executive. The Environmental Executive has the following duties:

- coordinating all environmental programs relating to waste prevention, recycling, and, acquisition;
- translating the Federal Strategic Plan for Executive Order 13101 into a specific implementation plan for the Department; and,
- evaluating the Department's programs and acquisitions to ensure compliance with the Order.

In addition to the above duties, the DOE Environmental Executive monitors and reports to the Federal Environmental Executive and the Director of the Office of Federal Procurement Policy regarding DOE's progress in the purchase of EPA designated items with recovered content.

The Department has established its Affirmative Procurement and Federal Energy Management Programs. These Programs will continue their efforts to prevent pollution, promote recycling and the use of products with recycled or recovered content, develop additional energy efficient products and attract more participants in the Energy Savings Performance Contracting initiative.

III. What Must the Head of the Contracting Activity Do to Implement this AL?

The Head of each Contracting Activity shall appoint a senior procurement representative who will:

- serve as the acquisition expert on environmental initiatives including products with recovered/recycled content, i.e., the Affirmative Procurement Program, and energy efficient products and services;
- educate the procurement staff regarding all environmental initiatives including the Affirmative Procurement Program and energy efficient products and services; and,
- promote environmentally preferable and energy efficient products and services to the procurement staff and customers.

A list of additional responsibilities which may be performed by the Environmental Acquisition Advocates is provided at Attachment 1.

IV. What must the Contracting Officer Do to Implement the AL?

When reviewing and drafting solicitations and contract documents, the Contracting Officer should ensure that the appropriate provisions and clauses are contained in their solicitations and contracts. Contracting Officers should work with requirements personnel, contracting personnel and contractor personnel to be certain that all are aware of their responsibilities in this area. An Environmental and Energy Efficiency Contracting Checklist is provided at Attachment 2.

V. What Tools Are Available to Help Us?

There are numerous information tools available on the Internet to assist you. There is a listing of these at Attachment 3.

The Office of Procurement and Assistance Management has developed a brochure explaining the acquisition related requirements of Executive Order 13101 and its impact on DOE's acquisition community. The brochure can serve as an environmental acquisition introduction for all acquisition personnel, i.e., procurement, program, supply, finance etc.. It may be downloaded from <http://www.pr.doe.gov/envhome.htm>. A similar brochure entitled *Buying Energy Efficient Products* has been developed by the Federal Energy Management Program and can be viewed at <http://www.eren.doe.gov/femp/procurement/>. Copies of the brochures have been furnished to the Environmental Acquisition Advocates.

SAMPLE ENVIRONMENTAL ACQUISITION ADVOCATE ACTIVITIES

- Ensure that personnel at the contracting activity are aware of products designated by EPA for procurement with recycled content, as well as the ENERGY STAR® and Federal Energy Management Program products.
- Ensure that Purchase Card Program training includes awareness of and support for the Affirmative Procurement Program and the ENERGY STAR® and Federal Energy Management Program initiatives.
- Support program initiatives to promote employee support of the environmental and energy efficiency initiatives through informational displays and promotional activities.
- Support program initiatives to include Affirmative Procurement Program, ENERGY STAR®, and Federal Energy Management Program accomplishments in local Home Pages, Intranet sites, newsletters, et cetera.
- Support initiatives to promote participation in OFPP or other agency sponsored pilot acquisitions of environmentally preferable, including energy efficient, products.
- Promote a team approach among the component members of the local acquisition community including procurement, property, environment, program, supply, facilities, construction, etc.
- Promote the maximum possible consideration of a broad range of environmental factors in developing plans, drawings, work statements, specifications, or other product descriptions for use at the facility. Include such factors as elimination of virgin material requirements, use of biobased products, use of recovered materials, reuse of products, life cycle cost, recyclability, use of environmentally preferable products, waste prevention (including toxicity reduction or elimination) and ultimate disposal.
- Coordinate with the Recycling Coordinator to ensure that local procedures, including purchase card procedures, support the Affirmative Procurement Program reporting requirements.

ENVIRONMENTAL AND ENERGY EFFICIENCY CONTRACTING CHECKLIST

- Ensure that all acquisitions of EPA designated items have the EPA recommended content level as provided in EPA's Recovered Materials Advisory Notices (RMANs) for the items.
- In conjunction with requirements personnel, consider aggregating purchases of EPA designated, environmentally preferable, or energy efficient items to the extent that such action will promote economy or efficiency.
- Ensure that Facility Management contracts include the environmental preference clause of DEAR 970.5204-39 and that facility management contractor personnel are aware of the program and their responsibilities under the Affirmative Procurement Program.
- When developing acquisition plans, ensure that environmental and energy efficiency requirements are addressed. Include such factors as elimination of virgin material requirements, use of biobased products, use of recovered materials, reuse of products, life cycle cost, recyclability, use of environmentally preferable products, waste prevention (including toxicity reduction or elimination) and ultimate disposal. Consider whether ENERGY STAR® products or products designated in the upper 25% of energy efficiency by the Federal Energy Management Program are available.
- Review procurement requests to ensure that, when acquiring EPA-designated products, recovered content requirements are specified or that a written justification/determination is provided as required by FAR 23.404(b)(3). A copy of the justification need not be provided to the DOE Environmental Executive [as stated at Section 302(b)(5) of the Order] provided a copy is retained in the contract file, or other location locally designated. Justifications/determinations may be based upon a finding that an item with recycled content cannot be used because such an item is i] unavailable within a reasonable time ii] unreasonably priced iii] not available from a reasonable number of sources to maintain a satisfactory level of competition or iv] unable to meet performance standards.
- When procuring paper products, comply with Section 505 of the Executive Order which mandates a minimum recycled content of 30% (this may be reduced to 20% only if the 30% content product is not reasonably available, does not meet reasonable performance requirements, or is unreasonably priced).
- When procuring vehicle or heavy equipment lubricants, coolants or tires, purchase re-refined, bio-based, or retread products to the maximum practical extent.
- When issuing contracts for vehicular or heavy equipment maintenance, specify that re-refined or bio-based coolants and lubricants and retread tires will be used to the maximum practical extent.

INTERNET INFORMATION RESOURCES

DOE Internet Resources

<http://www.pr.doe.gov/envhome.htm> is the Office of Procurement and Assistance Management information site which includes hyperlinks to all of the sites listed here

<http://gerweb.bdm.com/cfdocs/aprs/> is the EM Pollution Prevention Team special page dealing with Executive Order 13101. Their page contains an extensive listing of DOE and contractor personnel with recycling duties and experience which can serve as an information network tool.

<http://www.energystar.gov/> is the ENERGY STAR[®] information site.

<http://www.eren.doe.gov/femp/> is the Federal Energy Management Program information site. The energy products information is at **<http://www.eren.doe.gov/femp/procurement>** The Energy Savings Performance Contract information is at **<http://www.eren.doe.gov/femp/financealt.html>**

<http://www.pr.doe.gov/pr3.html> is the DOE Purchase Card Guide

EPA Internet Resources

<http://www.epa.gov/cpg/> is EPA's Comprehensive Procurement Guidelines information site. It describes EPA's designated products, their specifications, their sources of supply and other useful information.

<http://www.epa.gov/opptintr/epp/> is an EPA training site for Environmentally Preferable Purchasing

Facility Management Information Sites

<http://www.inel.gov/national/p2/> is maintained by Idaho National Engineering and Environmental Laboratory.

<http://www.pnl.gov/national/p2/> is maintained by Pacific Northwest National Laboratory

Other Information Resources

<http://www.ofee.gov/> is Federal Environmental Executive's site

<http://www.hnd.usace.army.mil/> is the Huntsville, AL office of the Army Corps of Engineers information site. They also award ordering agreements for Energy Savings Performance Contracts.

Appendix D.

Policy Memoranda on Funding Options



Department of Energy
Washington, DC 20585

May 13, 1997

MEMORANDUM FOR OPERATIONS AND FIELD OFFICE MANAGERS

FROM: ELIZABETH E. SMEDLEY
ACTING CHIEF FINANCIAL OFFICER

A handwritten signature in cursive script, reading "Elizabeth E. Smedley", is written over the typed name and title.

SUBJECT: CREATING SITE INCENTIVES FOR POLLUTION PREVENTION

In 1995, the Pollution Prevention Executive Board agreed to pilot-test a generator set-aside fee program as a way to accelerate implementation of waste reduction projects at field sites. During fiscal year 1996, the program was tested at eight sites, reporting to the Albuquerque, Oak Ridge, and Savannah River Operations Offices. The Board recently reviewed the results of the pilot-test and has agreed to make this successful program available to additional sites. In fiscal-year 1996 a total of \$1.9 million was collected through the pilot program. Using these funds, twenty-seven pollution prevention projects were implemented with a projected first year savings of \$5.6 million. Attached is the final report of assessments and recommendations. Financial execution of the Department's generator set-aside fee program is coordinated by the Office of the Chief Financial Officer (CR), which has established a discrete B&R series to collect and disburse funds at the site level. Because of the significant financial flexibility offered, your participation must be coordinated with field and Headquarters CR staff. In addition, the appropriate Congressional committees must be notified of the expanded scope of the Department's program, prior to start-up at new sites. I recommend that you adopt this approach as an incentive to prevent pollution at your sites. Contact Dr. Kent Hancock, Acting Executive Secretary to the Board, if you wish to participate in this Executive Board sponsored program. Additional information regarding the generator set-aside fee program is available by contacting Jocelyn Siegel, Albuquerque lead, at (505) 845-4623; Karen Catlett, Oak Ridge lead, at (423) 241-2224; Sherri Johnson, Savannah River lead, at (803) 725 -5793; Kent Hancock, at (301) 903-1380; or Christine Gelles of my staff at (202) 586-2303.

Attachment

United States Government

Department of Energy

memorandum

DATE: October 15, 1999

SUBJECT: Use of Recycling Revenue for Pollution Prevention

TO: Distribution

On September 7, 1999, the Department of Energy (DOE) Chief Financial Officer, Michael Telson and the DOE Environmental Executive, Dan Reicher, jointly signed the attached memorandum to all Departmental Elements. It encourages sites to receive and use funds from the sale of materials recovered through recycling or waste prevention programs. The memorandum allows sites to retain revenue from the sale of materials recovered through recycling or waste prevention activities.

DOE sites now have access to a significant source of funds from their recycling programs to help fund the implementation of self-sustaining pollution prevention programs. Receipts from recycling materials (not designated as property) need not be returned to the U.S. Treasury, as was required in the past. Due to the funding shortfalls in field pollution prevention programs for Fiscal Year 2000, it is suggested that recycling revenue be used to sustain the site-level pollution prevention programs, and pay for project implementation.

The Waste Minimization Coordinators should work with their sites to ensure full utilization of recycling revenue to fund cost-saving, pollution prevention projects. It is important that appropriate procedures are implemented to accept, track, and disburse the funds from recycling activities at DOE sites. The annual report by EM-77 to the Office of the Federal Environmental Executive will require that sites report on recycling revenue.

If you have any questions, please contact the Office of Pollution Prevention (EM-77) at (301) 903-1380.

[signed]
J. Kent Hancock, Director
Office of Pollution Prevention
Office of Site Operations
Environmental Management

Attachment



Department of Energy
Washington, DC 20585

September 7, 1999

MEMORANDUM TO HEADS OF DEPARTMENTAL ELEMENTS

FROM: MICHAEL L. TELSON *Michael L. Telson*
CHIEF FINANCIAL OFFICER

for **DAN W. REICHER** *Dan W. Reicher*
**ASSISTANT SECRETARY FOR ENERGY EFFICIENCY
AND RENEWABLE ENERGY
ENVIRONMENTAL EXECUTIVE**

SUBJECT: Use of Recycling Revenue for Pollution Prevention

Department of Energy (DOE) sites have access to a significant source of funds from their recycling programs. Recycling revenue may now be used to improve the efficiency--and payback--from recycling and waste prevention activities and could help seed the implementation of self-sustaining pollution prevention programs at our sites.

In 1998, Congress reauthorized legislation (the Omnibus Consolidated and Emergency Supplemental Appropriations Act, 1999, 112 Stat. 2681-514, Pub. L. No. 105-277, section 608; hereafter, the "Act") allowing the Department of Energy to receive and use funds from the sale of materials recovered through recycling or waste prevention programs. The Act specifies that the revenue must be used for: (1) acquisition, waste reduction and prevention, and recycling programs as discussed in Executive Order 12873, "Federal Acquisition, Recycling and Waste Prevention"; (2) other environmental management programs, including the development and implementation of hazardous waste management and pollution prevention programs; and, (3) other employee programs as authorized by law or deemed appropriate by the agency head.

Under Executive Order 13101, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition" (September 14, 1998), DOE is responsible for developing a program to retain the proceeds from the sale of materials recovered through recycling or waste prevention activities. Section 207 of this Executive Order defines recycling as "the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the

form of raw materials in the manufacture of new products, other than fuel for producing heat or power by combustion.” A material recovered from the solid waste stream is “recycled” if it is used, reused, or reclaimed (40 CFR 261.1(c)(7)).

Solid waste and other materials eligible for retention of recycling revenue under Section 608 are defined in the Resource Conservation and Recovery Act (42 U.S.C. 6901). Examples of these materials are: office paper, glass, newspapers, plastics, cardboard, packaging materials, unusable pallets, aluminum cans, food waste, fluorescent lamps and ballasts, used oil, batteries, toner cartridges, and chemicals that have expired shelf-life dates. Any of these material may be excluded from recycling at the discretion of the site manager or a designee.

Personal property is a term used to include all types and categories of assets owned by the Department except land or other real property, DOE records, or other special items (e.g., certain nuclear materials). Federal and Departmental guidance make it clear that personal property, including scrap, will not be processed under DOE’s recycling program. Personal property which is no longer needed by the Department (i.e.; excess personal property, 41 CFR 101-43.001-6; surplus personal property, 41 CFR 101-43.001-31; and scrap, 41 CFR 101-43.001-29) is to be dispositioned in accordance with appropriate Federal and Departmental property management laws and regulations. (Any revenues from the disposition of personal property are to be handled in accordance with the DOE Accounting Handbook Chapter 13, paragraph 10b and are not to be commingled with Section 608 recycling receipts.)

Recycling revenues may not be used to supplement funds appropriated for purposes not expressly identified in the Act. The sites must expend the recycling receipts as stipulated by the Act, and should maintain adequate and auditable records demonstrating such compliance. Financial officers and contracting officers should ensure that appropriate procedures are being followed to accept, track, and disburse the funds from recycling activities conducted by contractors at DOE sites.

For more information regarding the materials covered or the disposition of recycling revenue covered under this memorandum, please contact the Office of Pollution Prevention (EM-77) at 301-903-1380 for recycling issues or the Budget Analysis Division (CR-14) at 202-586-4180 regarding financial matters.

Appendix E.

Recycling Coordinators' Responsibilities

Appendix E. Recycling Coordinators' Responsibilities

Recycling Coordinator

The Recycling Coordinator (RC) is responsible for planning, implementing, and coordinating comprehensive waste management systems to maximize waste prevention, reuse, and recycling opportunities in accordance with presidential Executive Order 13101 and other applicable federal/state/local laws and regulations. The RC plays a central role in planning and administering environmental activities related to waste management. They exercise judgment and broad perspective in applying a thorough knowledge of the principles, concepts, and practices relating to waste management as they concern problems of organizing, planning, funding, and controlling waste minimization and recycling programs.

The work involves extensive practical and technical knowledge gained through experience and/or specific training. RCs manage and carry out tasks, procedures, and/or computations that can be performed by (1) application and adaptation of standardized techniques and methods and (2) use of practical judgment combined with a complementary understanding of the basic principles of environmental protection work.

Generally, they perform a variety of functions related to one or more of the following areas:

A. ANALYZING/AUDITING WASTE STREAMS

- A-1 Acquire knowledge of facility-specific waste streams
- A-2 Identify wastes
- A-3 Quantify wastes
- A-4 Evaluate waste management options
- A-5 Recommend waste management techniques and strategies

B. MANAGING WASTE STREAMS

- B-1 Establish goals and objectives
- B-2 Develop and plan programs
- B-3 Implement programs
- B-4 Maintain records
- B-5 Evaluate programs

C. MANAGING COLLECTION/PROCESSING SYSTEMS

- C-1 Develop a collection/processing strategy
- C-2 Research waste management equipment options

- C-3 Determine specifications for collection/processing equipment
- C-4 Implement a collection/processing system
- C-5 Ensure a safe work environment
- C-6 Operate/maintain equipment

D. IDENTIFYING/DEVELOPING MARKETS

- D-1 Acquire knowledge of markets and recovered materials
- D-2 Investigate marketplace standards for recovered materials
- D-3 Seek markets for recovered materials
- D-4 Match recovered materials with end users
- D-5 Maintain vendor liaison
- D-6 Maintain supply/demand statistics

E. ENSURING REGULATORY COMPLIANCE

- E-1 Identify applicable regulations, standards, policies
- E-2 Interpret regulations, standards, policies
- E-3 Propose internal policy and operating guidance
- E-4 Comply with E.O. 13101 and applicable regulations (e.g., local, state, federal)
- E-5 Educate employees/public
- E-6 Maintain records
- E-7 File reports
- E-8 Conduct/participate in self-assessments, audits, and inspections
- E-9 Implement permitting, investigations, and enforcement/corrective action activities
- E-10 Keep current on regulatory environment

F. ADMINISTERING CONTRACTS, GRANTS, AND BUDGETS

- F-1 Determine scope of work
- F-2 Prepare documentation for contracts, grants, and budgets
- F-3 Assess liability
- F-4 Negotiate terms
- F-5 Monitor for compliance
- F-6 Provide reports
- F-7 Regularly review contracts, grants, and budgets

G. DEVELOPING PUBLIC RELATIONS AND EDUCATION PROGRAMS

- G-1 Assess audience
- G-2 Establish media relations
- G-3 Develop and conduct surveys and studies

- G-4 Develop educational materials for internal/external use
- G-5 Inform/educate customer on waste management issues
- G-6 Present information (e.g., displays, tours, speeches, trade shows, schools)
- G-7 Facilitate public forums

H. ESTABLISHING PARTNERSHIPS

- H-1 Develop and maintain external/internal networks
- H-2 Facilitate information exchange
- H-3 Coordinate programs among public/private partners
- H-4 Provide technical and financial assistance
- H-5 Participate in local, state, and national organizations
- H-6 Encourage and participate in mentoring

I. SUPERVISING EMPLOYEES/VOLUNTEERS

- I-1 Implement management's philosophy
- I-2 Define goals (e.g., safety, production, costs)
- I-3 Assign duties
- I-4 Conduct training
- I-5 Provide support/guidance
- I-6 Resolve conflicts/problems
- I-7 Maintain records
- I-8 Evaluate performance

J. PARTICIPATING IN PROFESSIONAL DEVELOPMENT ACTIVITIES

- J-1 Participate in local, state, and national organizations
- J-2 Read professional journals
- J-3 Attend seminars and continuing education courses
- J-4 Develop leadership skills
- J-5 Share information in public forums
- J-6 Publish and present papers at conferences

Appendix F

Definitions

Appendix F. Definitions

Acquisition means acquiring by contract with appropriated funds for supplies or services (including construction) by and for the use of the Federal government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated.

Affirmative Procurement is an agency's strategy for maximizing its purchase of recycled content products in accordance with Section 6002 of the Resource Conservation and Recovery Act. The buy recycled requirement applies to Federal agencies, state and local agencies using federal monies, and their contractors.

Agency means an executive agency as defined in 5 U.S.C. 105. Military departments, as defined in 5 U.S.C. 102 are covered under the auspices of the Department of Defense.

Biobased Product means a commercial or industrial product (other than food or feed) that utilizes biological products or renewable domestic agricultural (plant, animal, or marine) or forestry materials.

Closing the Circle means Closing the Recycling Loop. The closed loop consists of recycling, manufacturing products with recycled content, and buying products with recycled content.

Environmentally Preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose.

EPA-Designated Item means a product or category of products containing recovered materials that has been designated by EPA in the Comprehensive Procurement Guideline.

Executive Order 13101 is entitled, "Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition", and was signed by the President in September 1998.

Executive Order Inter-Agency Advisory Group is an inter-agency group that serve as advisors to and coordinate with the FEE on EO implementation.

Major Procuring Agencies means any executive agency that procures over \$50 million per year in goods and services.

Model Facility is an organization or activity who has made an outstanding contribution to waste prevention, recycling, and affirmative procurement through its leadership, investment in resources, and change in culture.

Pilot Project means a trial of a waste prevention, recycling or affirmative procurement practice.

Pollution Prevention means "source reduction" as defined in the Pollution Prevention Act of 1990 (42 U.S.C. 13102), and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources: or (b) protection of natural resources by conservation.

Procuring Agencies means Federal, state, and local agencies, and their contractors, that use appropriated Federal funds to purchase EPA-designated items.

Postconsumer material means a material or finished product that has served its intended use and has been discarded for disposal for recovery, and is part of the broader category of recovered material.

Recovered materials means waste materials and by-products that have been recovered or diverted from solid waste, but such item does not include those materials and by-products generated from, and commonly reused within, an original manufacturing process (42 U.S.C. 6903 (19)).

Recycling means the series of activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the form of materials in the manufacture of new products other than fuel for producing heat or power by combustion.

Task Force refers to the White House Task Force on Greening the Government Through Waste Prevention and Recycling. Led by the Federal Environmental Executive, this interagency work group makes policy recommendations, facilitates implementation, and communicates information regarding EO 13101.

Waste Diversion means the prevention of sanitary waste from disposal at landfills through any one or any combination of the following methods: composting, mulching, recycling, reuse, and donation.

Waste Prevention means any change in the design, manufacturing, purchase, or use of materials or products (including packaging) to reduce their amount or toxicity before they are discarded. Waste prevention also refers to the reuse of products or materials.

Appendix G.

Acronyms

Appendix G. Acronyms

APP	Affirmative Procurement Program
CEQ	White House Council on Environmental Quality
CFR	Code of Federal Regulations
CPG	Comprehensive Procurement Guidelines
CY	Calendar Year
DEAR	Department of Energy Acquisition Regulation
DLA	Defense Logistics Agency
DOE	Department of Energy
EAA	Environmental Acquisition Advocate
EO	Executive Order
EOIAG	Executive Order Inter-Agency Advisory Group
EPA	Environmental Protection Agency
EPP	Environmentally Preferable Products
EO	Executive Order
FAR	Federal Acquisition Regulation
FEE	Federal Environmental Executive
FY	Fiscal Year
GPRA	Government Performance and Results Act
GSA	General Services Administration
GSAF	Generator Set-aside Fee
NRC-FEE	National Recycling Coalition - Federal Environmental Executive Confluence

OFEE	Office of the Federal Environmental Executive
OFPP	Office of Federal Procurement Policy (within the Office of Management and Budget)
OMB	Office of Management and Budget
P2	Pollution Prevention
RC	Recycling Coordinator
RCRA	Resource Conservation and Recovery Act
U.S.C.	United States Code
USDA	U. S. Department of Agriculture